

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**November 12, 2015**

**MAINTENANCE DEPARTMENT REPORT**

The month of October continued to be warm and required our air conditioning systems to continue to work. As part of the months works our maintenance mechanics went over the boilers and associated heating equipment to ensure that we were ready for the conversion from air conditioning to heat without any unexpected issues. The grounds staff continued working diligently to keep the athletic fields in good condition for fall sporting competitions. They also continued mowing at all of our facilities as well.

In addition the following tasks were completed by our maintenance staff:

Glassboro High School

1. Replaced two faucets in the main hallway female lavatory.
2. Repaired the paper towel dispenser in the main office lavatory.
3. Repaired the door handle for room A-101.
4. Repaired the door and door handle for the nurse's office.
5. Lubricated the drive bearings for the unit ventilator in room A-134.
6. Installed two electrical outlets in the ceiling in the auditorium.
7. Removed the blower assembly, cleaned and reinstalled for the air handler in room A-134.
8. Installed one electrical outlet backstage behind the curtain in the auditorium.
9. Cleared a clogged toilet in the male lavatory by A-116.
10. Made repairs to the closer for the main entrance doors.
11. Repaired the door lock for the trainer's exterior door.
12. Rebuilt the hose bib stem and replaced the handle in the kitchen.
13. Lubricated the flush handles on all urinals in the male lavatory by A-116.
14. Replaced one canopy light bulb at the main entrance.
15. Replaced one ballast in the back drive pole light nearest to Carpenter Street.
16. Rebuilt the flush valve for the toilet in the female faculty lavatory in the mail room.
17. Replaced the photocell for the exterior wall pack at the 9/10 cafeteria.

18. Repaired one light fixture cover in room A-141.
19. Worked on a water leak at the football field sprinkler system.
20. Replaced one light ballast in room C-103.
21. Replaced three light tubes in room C-105.
22. Replaced the left drive bearing for the unit ventilator in room A-114.
23. Replaced the pad lock for the soccer goals at the football field.
24. Replaced the panic bar and replaced the lock plates for the trainer's room.
25. Installed door sweeps for the kitchen loading dock doors.

#### Intermediate School

1. Worked on a water leak by the science wing rooms.
2. Checked the temperature of the milk cooler.
3. Removed a broken light fixture at the old press box.
4. Replaced the bulb for the exterior light fixture by the back ramp door.
5. Installed a "fire lane" sign in front of the building by the sprinkler connection.

#### Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed. This is a daily activity as there is no way of checking unit operation from an area inside the building. The controllers are in the units on the roof.
2. Relocated a projector screen in room B-145.
3. Turned on the heating burners for all rooftop units.
4. Installed a new ice machine at the nurse's office.
5. Repaired the center column at the rear entrance doors.
6. Replaced three light ballasts and four bulbs for exterior wall pack lights.
7. Reset the hot water boiler.
8. Repaired the Rowan banner that came loose in the wind.
9. Repaired one stall door in the sixth grade male lavatory.
10. Oiled the circulating pumps for the hot water boiler.
11. Replaced one faucet and repaired the other faucet in the fourth grade male lavatory.
12. Repaired the door closer for the front gym exit doors.

#### J. Harvey Rodgers School

1. Replaced one light ballast in room B-4.
2. Cleaned all roof drains and drain scuppers.
3. Removed two leaking coils in all purpose room unit ventilators.
4. Replaced cafeteria and hallway ceiling tiles damaged by roof leaks.
5. Replaced the faucet battery for the sink in room A-2.
6. Replaced one light ballast and two light tubes in room A-6.
7. Replaced one light ballast in the hallway near the playground entrance.
8. Repaired the cord for one custodial vacuum.

9. Repaired the toilet and sink faucet in the faculty lavatory near the nurse's office.
10. Repaired the water fountain handle in room A-6.
11. Plunged the drain and cleaned the sink trap for the sink in the main office lavatory.
12. Repaired the toilet in the nurse's office.
13. Adjusted the legs on a student table in room B-6.
14. Worked on troubleshooting the A-wing hot water heater not running.
15. Reinstalled the coils in the unit ventilators in the all purpose room.
16. Replaced one ballast in the A-wing exterior wall pack closest to the gym.
17. Covered the window unit air conditioners in the B-wing for winter.

#### Bullock School

1. Removed the book shelf and coat rack in the STEM room.
2. Replaced the faucet washer in one faucet in the kitchen.
3. Replaced the lamp in one parking lot pole light closest to New Street.
4. Cleared the condensation drain for one air handler in the gym.
5. Rebuilt two custodial vacuum cleaners.
6. Repaired the sink faucet in the custodial office.
7. Repaired and reinstalled the door handle for the media center door.
8. Replaced the drain hose on the automatic floor scrubber.
9. Repaired the door lock mechanism and door knob for room A-4.

#### Board Office

1. Repaired the two front lawn sign lights.

#### Transportation Garage

No repairs to report for the month.

#### Brick Annex

1. Check and started the two heating boilers.

#### Operations Office

1. Replaced the sink in the driver's lavatory.

#### Wood Annex

1. Cleared the toilet in the lavatory.

The following assignments were completed by our Ground's staff:

1. Policed up the grounds at all facilities for trash.
2. Delivered custodial supplies to the schools as necessary.
3. Mowed grass and trimmed at all facilities.
4. Maintained athletic fields for fall practices and competitions.
5. Put out above ground sprinkler piping each day on various fields to keep hydrated.